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GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 1070/1080
Microsoft Word 97
An Advanced Level Course

INSTRUCTOR: Trevor Thomas
Office: C-309 Office Hours: 9-10 am Mon-Fri
Office Phone Number: 539-2824

TEXT: A Practical Approach to Microsoft Word 97, Morrison

Document Processing for MicroComputers-Intermediate Course
For Word 97, Ober, Poland, Hanson, Ressetti, Johnson

PREREQUISITES: None

COURSE DESCRIPTION: This course focuses on the word processing skill necessary for the production of professional business documents including: letters, memos, tables, reports, and manuscripts. Emphasis is on the proficient use of word processing program Word 97. Students will move through intermediate to advanced Word 97 features.

COURSE OBJECTIVE: The student will:

Correctly apply the software program to produce basic office documents in accordance with business standards and within reasonable time limitations.

Resolve unexpected problems arising from the use of computer hardware and software.